



INDOT Electric Vehicle Infrastructure Plan

HNTB



Indiana Electric Vehicle Charging Program (RFP)

Draft

June 2023



INDIANA DEPARTMENT OF
TRANSPORTATION

Overview

The Indiana Department of Transportation (INDOT) has developed this competitive procurement program soliciting proposals for eligible entities to install, own, operate, maintain, and report on National Electric Vehicle Infrastructure (NEVI) Formula Program funded and compliant Electric Vehicle (EV) charging stations throughout the state of Indiana. Schedule milestones related to this procurement process are documented in Table 1.

Table 1. INDOT NEVI Competitive Procurement Key Dates

Milestone	Date
Post RFP for public comment	6/1/23
Public comments due	6/16/23
Pre-proposal webinar	6/20/23
RFP Release	7/7/23
Questions Due	7/21/23
Responses to Questions	7/28/23
PROPOSALS DUE	8/18/23
Selection	November 10, 2023
Contingent Award(s)	December 2023
Final Award(s)	TBD

Proposers interested in this program shall follow the guidance provided in Section 4 to compile and upload a completed proposal package and submit through INDOT's online Professional Services Contracting System (PSCS). Information on accessing PSCS can be found at:

https://www.in.gov/indot/doing-business-with-indot/files/Procedures-Online-Access_LOI-Submittal_042022.pdf.

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Proposal Requirements

The following items will be submitted by proposers when responding to this RFP. Proposers must submit a site proposal for each candidate site they are proposing on, however, items for Part A Administrative and Part B Experience may be submitted once.

1. Part A: Administrative (one per proposer)
 - a. Proposal Checklist
 - b. Minimum NEVI Requirements
 - c. Prequalification
 - d. Demonstration of Financial Viability
2. Part B: Experience (one per proposer)
3. Part C: Site Proposal (one per site)

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1.0 Introduction

The November 2021 Bipartisan Infrastructure Law (BIL) created the Joint Office of Energy and Transportation and the National Electric Vehicle Infrastructure (NEVI) program. The NEVI program includes a formula component and a discretionary component. The formula program will make significant investments in the electric vehicle (EV) charging infrastructure that will put the United States on a path to a nationwide network of 500,000 EV chargers by 2030 and ensure a convenient, reliable, affordable, and equitable charging experience for all users.

FHWA's guidance prioritizes developing charging networks along designated alternative fuel corridors (AFCs) and providing charging infrastructure for underserved communities. Figure 1 shows Indiana's current AFCs. Indiana's AFC network covers all interstates plus US 31. With the recent announcement of Round 7 AFC nominations, Indiana plans to nominate the U.S. 30 corridor across Northern Indiana for AFC consideration, although this corridor is not identified in the current version of the plan. It will be added as a pending corridor in the annual plan update. Since US 30 is not yet designated as an AFC, it is not addressed in this request for proposal (RFP).

Under the NEVI formula program, Indiana will receive nearly \$100 million in Federal funding. This funding will be allocated across five years, as outlined in the table below. The funding shown below does not include the twenty percent match requirement of the Federal NEVI rules.



Figure 1: Current and Pending AFCs in Indiana

Table 2: Indiana's NEVI Formula Funding

Year	Indiana's Funding
FY 22	\$14,473,125
FY 23	\$21,215,523
FY 24	\$21,215,670
FY 25	\$21,215,688
FY 25	\$21,215,732
Total Federal Funds	\$99,605,738

After FHWA certifies that all of Indiana's AFCs are "fully built out" to NEVI compliant standards, Indiana will have the option to use any remaining NEVI formula funds on other public roads.

The Indiana Department of Transportation (INDOT) led the development of the statewide EV Infrastructure Deployment Plan, in cooperation with the Governor's Office, Indiana Utility Regulatory Commission (IURC), Indiana Economic Development Corporation (IEDC), the Indiana Office of Energy Development (OED), the Indiana Department of Environmental Management (IDEM), metropolitan planning organizations, utilities, energy service providers, industry, and advocacy groups across the state.

The plan is available online at https://www.in.gov/indot/files/INDOT-EV-Deployment-Plan_DRAFT_7-29-22.pdf

Indiana's plan identifies 72 total candidate sites. INDOT estimates that a minimum of 44 sites will be required to achieve full build out of the current AFCs, however the plan identified 28 alternate sites if a site host cannot be identified at an interchange. Each of the identified sites is an interchange. The charging stations must be installed within a one-mile driving distance of the interchange. INDOT has not identified specific locations (intersections or addresses) for the stations. Location information must be provided in the proposals.

Since approval of the plan in September 2022, the list of candidate sites has grown to 80 interchanges as shown in **Error! Reference source not found..** A table of these locations is provided in Appendix A, which presents the locations in rank order by average annual daily traffic and population. These sites are also available for viewing online at INDOT's NEVI Program web page. This online map enables viewers to see the one-mile driving distance relative to the site and other data sources (such as transportation disadvantaged communities) and provide feedback and comments.

This online version is available at:

<https://experience.arcgis.com/experience/20dc3f35bc0642458e5cf31deb2aa8ab/?views=Splash-2---background>

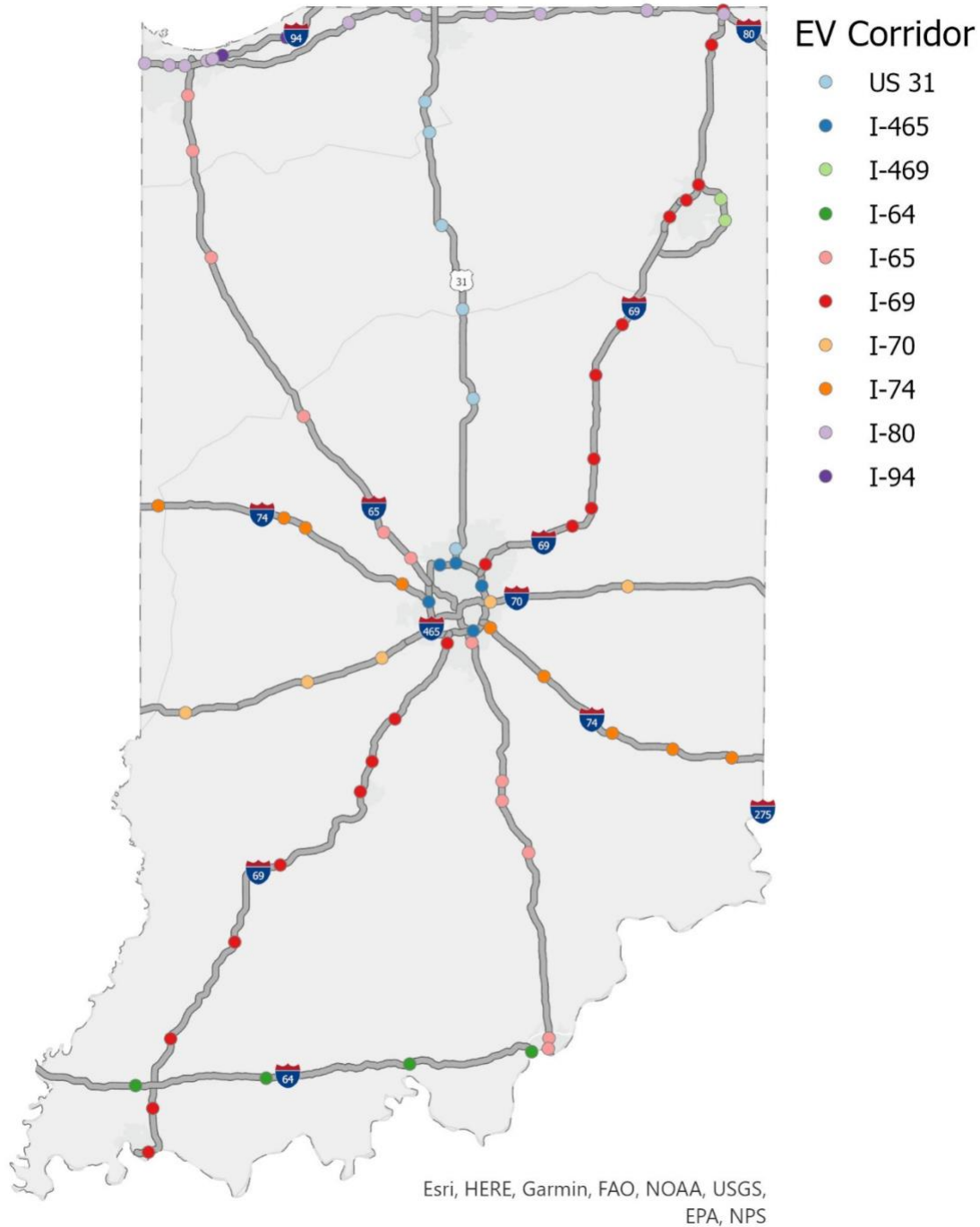


Figure 2: Indiana's Candidate EV Charging Locations by Corridor

1.1 Minimum NEVI Requirements

The NEVI Formula Program sets forth specific minimum standards and requirements that Developers must follow when implementing projects. Such minimum standards and requirements are contained in the NEVI Formula Program Guidance issued on February 10, 2022, the NEVI Formula Program Questions and Answers as updated on September 14, 2022, and the NEVI Formula Program Final Rule issued on February 28, 2023 (collectively, NEVI Requirements). These items are referenced below, along with design recommendations for EV charging stations to comply with American with Disabilities Act (ADA) requirements.

- Final Rule:
https://www.fhwa.dot.gov/environment/nevi/resources/ev_charging_min_std_rule_fr.pdf
- Final Rule Fact Sheet: <https://www.whitehouse.gov/briefing-room/statements-releases/2023/02/15/fact-sheet-biden-harris-administration-announces-new-standards-and-major-progress-for-a-made-in-america-national-network-of-electric-vehicle-chargers/>
- Buy America Waiver:
https://www.fhwa.dot.gov/construction/cqit/buyam/BuyAmerica_FederalRegister.pdf
- United States Access Board Design Recommendations for Accessible EV Charging Stations: <https://www.access-board.gov/news/2022/07/21/u-s-access-board-issues-design-recommendations-for-accessible-electric-vehicle-charging-stations/>

The minimum program requirements specify standards relative to electric vehicle supply equipment (EVSE) specifications, program administration items such as reporting, data sharing, interoperability and cybersecurity, and operations and maintenance requirements, including up time, customer service, payment methods and price communication. The requirements are provided in Appendix B. Proposers must indicate via the check list that accompanies Appendix B that they will comply with these minimum requirements.

Please note that the Final NEVI Rule does not include a requirement for participation by disadvantaged business enterprise (DBE) firms. However, to assist INDOT in exceeding equity goals, proposer may highlight DBE participation on their team (and at the candidate site) with their Responses to Part B and C. This is described in more detail in Section 3.

1.2 EV Infrastructure Planning and Implementation Schedule

1.2.1 Dates for Indiana's EV Infrastructure Deployment

Indiana's EV Charging Infrastructure implementation process began with the passage of the Infrastructure Investment and Jobs Act (IIJA), Public Law 117-58 (Nov. 15, 2021) and the creation of the NEVI program. Federal NEVI rules required each state to prepare, publish and have Federal approval for an implementation plan. INDOT leveraged public and private sector stakeholder engagement and delivered the plan on July 29, 2022. It was approved in September 2022. Since approval, INDOT selected a program management consultant in December 2022, and is engaging with utility providers and planning for the upcoming procurement.

INDOT has refined its implementation schedule since the plan was approved in September 2022. Upcoming milestones in the program are summarized in the table below.

Table 3: Milestones in Indiana EV Infrastructure Implementation

Milestone/Activity	Date
RFP for Public Comment	June 1, 2023
Comments due	June 16, 2023
Pre-proposal webinar	June 20, 2023
RFP release	July 7, 2023
Proposals due	August 18, 2023
Selection	November 10, 2023
Contingent award	December 2023
Final award	TBD

1.2.1 Implementation Approach and Timeframe

INDOT intends to procure as many candidate sites as possible through the initial procurement. Implementation may require multiple phases to achieve build out over the five years of the program.

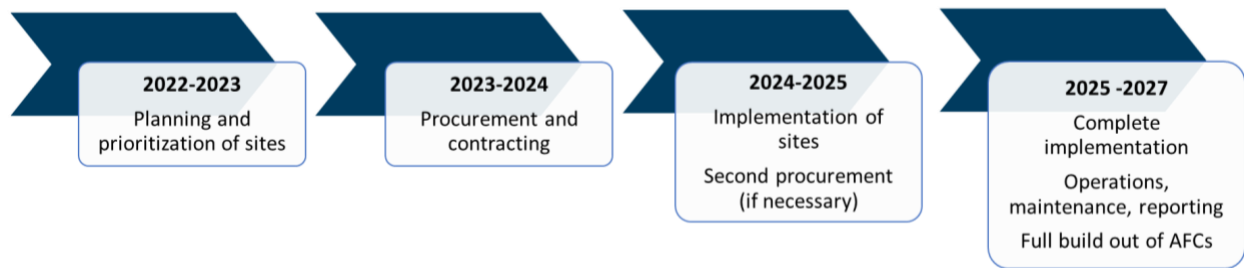


Figure 3: INDOT EV Infrastructure Implementation Approach and Timeframe^o

2.0 Procurement Overview

2.1 Procurement Overview

INDOT NEVI Candidate Site locations (shown in **Error! Reference source not found.** and Appendix A) represent the 50-mile spacing for EVSE installations that is necessary to comply with the NEVI Program requirements and includes numerous alternate locations that could also fill EV charging station gap areas in the event that the primary interchanges do not have interested proposers. In accordance with this RFP, Proposers must submit a response for at least one of these Candidate Sites and may submit responses for multiple Candidate Sites.

INDOT reserves the right to award any number of Candidate Sites to the same Proposer if INDOT determines that the resultant award provides the best value to the Department and otherwise meets the objectives of the Indiana EV Implementation Plan. INDOT anticipates making awards to multiple Proposers with the goal of awarding at least the minimum number of sites necessary to fully build out the AFCs. Depending on the number of qualified proposers, INDOT may elect to limit the total number of awards so that no one proposer receives more than twenty-five percent (25%) of available funding.

This proposer will install EVSE and provide EVSE-related services at the Site(s) pursuant to the requirements of this RFP, the Indiana EV Implementation Plan, NEVI Guidance, the FHWA Final NEVI Program Standards and Requirements (NEVI Final Rules), and additional requirements to be finalized after contingent award and included in the final contract documents. INDOT will evaluate and award Sites to Proposers in accordance with the process described in Section 4 (Evaluation Process).

Proposers shall prepare a proposal consisting of three parts. These parts are described in detail in the sections below. At a high level:

- Part A. Administrative Proposal. Submitted once per proposer, and includes the information to meet INDOT prequalification requirement, indication of compliance with minimum NEVI requirements, and certification of financial viability. **Part A is limited to 3 pages.**

- Part B. Experience, Qualifications and Approach. Submitted once per proposer, and contains the proposing team's experience, qualification, and technical project approach. **Part B is limited to 5 pages.**
- Part C. Site Proposal. Submitted for each site being proposed and shall include the required information for each Candidate Site being proposed. **Part C is limited to 4 pages PER SITE.**

See 4.0 Award Process for information related to contingent award and the conditions required to be met before final execution of an award and contract. Upon execution, a Candidate Site will become an Awarded Site. The contract will include provisions for a five-year operations and maintenance period that will initiate when INDOT accepts installation of the EVSE by issuing a formal notice to the Site Team (contract-holder).

If insufficient qualified bids are received to fill the 50-mile gaps across the state, INDOT may release additional RFPs to procure EVSE for other sites. The need for a future RFP will be determined after the final award process for this procurement.

2.2 Procurement Schedule

Milestones related to the procurement are provided in **Error! Reference source not found..**

Table 4: Procurement Schedule

Milestone	Date
Post updated RFP for public comment	6/1/23
Public comments due	6/16/23
Pre-proposal webinar	6/20/23
Final RFP for approval and release	7/7/23
Questions Due	7/21/23
Responses to Questions	7/28/23
PROPOSALS DUE	8/18/23
Selection	November 2023
Contingent Award(s)	December 2023
Final Award(s)	TBD

2.3 Proposal Process/Format

To apply for funding, proposers should adhere to the process outlined below and detailed in the templates for each part contained in Appendix C. Proposers should review all Program

documents available on the INDOT NEVI Program webpage: <https://www.in.gov/indot/current-programs/innovative-programs/electric-vehicle-charging-infrastructure-network/>

Proposers must prepare a complete proposal submission package for each individual EVSE charger project site seeking funding. If bidding on a single site, this package will contain Part A, B and C. If bidding on multiple sites, this package will contain Part A, B, and one Part C for each site being proposed). There is no limit to the number Part C submissions a single organization can submit.

2.3.1 Part A: Administrative

Part A, Administrative Proposal, will consist of four required components:

1. Proposal Checklist
2. Compliance with Minimum NEVI requirements
3. Prequalification

Proposers should submit one Part A regardless of the number of sites being proposed. The specific sub-sections of Part A are described in more detail in the subsections below. A template for all proposal parts is contained in Appendix C.

2.3.1.1 Proposal Checklist

The proposal checklist is contained in Appendix D.

All proposal materials and attachments are to be submitted electronically during the open proposal period via INDOT's online submission page, by an eligible Proposer before the Program deadline. INDOT's online proposal submission page can be accessed via: **{INSERT HYPERLINK}**.

Proposers shall upload the required files in the file format specified in Appendix D with the file names described in the same section.

2.3.1.2 Compliance with Minimum NEVI Requirements

Proposers must indicate compliance with minimum NEVI requirements as outlined in the Final Rule. The checklist of Minimum NEVI requirements is contained in Appendix B.

2.3.1.3 Prequalification

To be eligible for this RFP, the prime consultants and sub-consultants **MUST** be prequalified or have applied for prequalification no later than thirty (30) days prior to the NEVI RFP close date. INDOT has two categories of prequalification:

- Consultant (i.e. professional services- for example, the prime proposers to this RFP and all subconsultants performing professional services (i.e. not construction work))
- Contractor (i.e. construction work- for example, subcontractors to the prime proposer on this RFP who are performing part of the construction and/or installation of EVSE and

associated components). Contractor prequalification is required for any firm subcontracting more than \$300,000 in work.

- Prequalification is not required for haulers, suppliers, and construction subcontractors performing less than \$300,000 in total INDOT work.

Consultant Prequalification requirements and the list of prequalified consultants and their approved categories are available for review at: <https://www.in.gov/indot/doing-business-with-indot/consultants/consultants-prequalification/>.

Contractor Prequalification information is available here: <https://www.in.gov/indot/doing-business-with-indot/contractorsconstruction/contractors-prequalification/>. A list of prequalified contractors is updated monthly at this address: <https://www.in.gov/indot/doing-business-with-indot/files/ContractorList-May-3,2023.xlsx>

To submit a proposal for consideration, the prime member of the proposing team must be prequalified for one of the available work types in INDOT's [Consultant Prequalification Manual \(link\)](#). It is suggested that proposers not currently prequalified by INDOT as a consultant use 15.1, – Specialty Not Listed.” A copy of the requirements for “15.0” is included in Appendix E.

Similarly, any subcontractors who will be performing construction work must be prequalified in accordance with INDOT's contractor prequalification requirement. Relevant contractor prequalification work types are contained in the table below. A full list of alphanumeric work types is also contained in Appendix E.

Table 5. INDOT Contractor Work Types for NEVI

Active Work Type	Certificate of Qualification Work Type Code Description
A (a)	Concrete Pavement: General
E (d)	Traffic Control: Sign Installation
E (g)	Traffic Control: Pavement Markings
0235	Pavement Incidentals
0318	Traffic Control: Snow and Ice Removal
0320	Traffic Control: Snowplowable markers
0450	Telecommunications Installation and Connect

Experience and technical ability will not be determined by prequalification status. Specific experiential and certification requirements for NEVI project will be evaluated through proposer responses under Parts B and C. Proposer firms must evidence satisfaction of technical and experience requirements in addition to fulfilling the prequalification requirements.

Proposers should submit applications for prequalification as soon as the requisite information can be compiled, but not later than thirty (30) days prior to RFP Close Date. INDOT's

Prequalification Division requires a minimum of ten (10) working days to review an application for prequalification. A completed review does not guarantee prequalification. In some cases, Proposers may be required to provide additional information. Prequalification is a prerequisite for Contingent Award.

If Proposers do not currently have access to INDOT's PSCS Portal through ITAP and are not currently registered with INDOT Consultant Prequalification, Proposers should complete the ITAP Business Enrollment Form as soon as possible and prior to advertisement of the RFP item. Proposers may refer to the "Procedures: Online access in order to submit a Letter of Interest (LOI) which is located at: INDOT: Doing Business with INDOT: Proposals & Contracts.

Before accessing ITAP, an Access Indiana account must be created.

- Setup and Access Indiana Account visiting: [Access Indiana](#) | Sign In
- Register a new Business in [INDOT Technical Application Pathway \(ITAP\) Service](#). Home | ITAP (in.gov)
- Establish user account within the business.
- Enroll as a "consultant" in the Professional Services Contract System (PSCS) Portal application.
 - First time applicants will set up Administrator in ITAP – primary contact.
 - New users at established firms will request access from Administrator
- For information on setting up an Access Indiana account, please visit: Access Indiana - Getting Started | IN.gov.

After Initial Business Request, proposers should apply for full prequalification, which consists of two elements: General/Technical (Gen / Tech) and Financial. These are described in detail below:

- General/Technical (Gen/Tech) application:
 - General:
 - Current W-9
 - Indiana Secretary of State registration
 - DBE/MBE/WBE Certification if applicable
 - Address, company principals, years of operation, etc.
 - Technical:
 - Work types (Consultant work type 15.0 and/or contractor work types provided in **Table 5** above and in Appendix D).
 - The application requires at least 1 Qualifying Person (QP) per work type); Some require minimum of 2 QPs. Proposer should select the appropriate work type (refer to the consultant PQ Manual reference provided above

for more detail on each work type). If a license is required for the work type, it must be an Indiana License

- Experience must be listed in the Projects section
 - Attachments not sufficient, are overwritten from application to application
- The proposed QP must be full time employee of company, and can only be a QP for one company at a time. The QPs are used to determine a firm's capabilities.
- General /Technical portion are reviewed by INDOT Prequalification; Completed every 24 months
- Financial Application:
 - Financial section requires applicants to provide certain financial information documenting the firm's financial position
 - Financial application section is completed every 12 months with information from the preceding fiscal year
 - Financial section checklist and directions can be found here:
<https://www.in.gov/indot/doing-business-with-indot/consultants/consultants-prequalification/audit-information/>
 - Proposers must prequalify at the self-certified, CPA Audit, or Cognizant Audit Financial Level.
 - Self-Certified:
 - Requires financial documents certified by an authorized officer of the applicant firm.
 - Outside of NEVI eligibility, self-certified prequalification is limited to contracts with lump sum and unit price payment basis.
 - CPA:
 - Requires a full financial audit completed by an independent CPA
 - Capacity is greater of two times (2x) allowable wages & salaries or \$150,000 (\$150K)
 - Eligible for contracts using all payment types
 - Reviewed by external audit
 - Cognizant Audit Financial Level
 - Requires a full financial audit completed by another state or governmental agency
 - Capacity is greater of two times (2x) allowable wages & salaries or \$150,000 (\$150K)

- Eligible for contracts using all payment types
- Reviewed by external audit

2.3.2 Part B: Experience, Qualifications, Approach and Cost Information

In Part B, the Proposer shall provide their experience, qualifications, project approach and high-level cost information as outlined in the sub-sections below. The template for this part is contained in Appendix D. Responses are limited to 5 pages.

2.3.2.1 Proposer Experience

Proposers should provide a short narrative on the Proposer's relevant experience, including:

- Number of years providing similar services;
- The number of clients/customers and geographic locations that the Proposer currently serves; and
- Indiana relevant experience.

Provide references (at least three (3) preferred), including the following information:

- Past Project General Information;
- Past Project Cost;
- Description of EVSE used in the project; and
- Reference (contact) information.

2.3.2.2 Proposer Qualifications

Proposers should provide a list of all organizations expected to be part of the project and provide a brief description of their roles and the project team's structure. At a minimum, proposers should identify which firms will fill the following roles:

- Project owner
- Site host
- EVSE supplier
- EVSE installer/contractor
- Operator
- Maintainer
- Utility provider
- Sub-contractors (if known)
- Consultants (if any)

If a single entity is performing multiple roles, please list all the roles from the preceding list that the entity will perform. If multiple Candidate Sites are being proposed and there are different

entities within a single role dependent on the site (for example, site host), please note which Candidate Site each entity will support.

Key staff for each entity participating on the Proposer's team should also be noted in the proposal along with a commitment that their participation will continue through the duration of the project.

2.3.2.3 Project Approach

Proposers shall provide a narrative describing their team's approach to site selection, site design, permitting, and construction. This section should describe the team's post construction work including, but not limited to the following:

- Operations and maintenance O&M commitment
- Approach to maintaining up time
- Data sharing
- Cybersecurity
- Safety and training
- Approach to rates and billing

Finally, the Proposer's Project Approach shall include a proposed schedule including major activities for a typical installation. The schedule should include likely durations and milestone tasks in a Gantt Chart format.

2.3.2.4 Project Cost Information

While INDOT is not requesting an estimated per site or total project cost as part of the proposal response, proposers should include a short description of their team's financial commitment to the project, the source of this commitment, and whether any additional funding sources will be combined with the Federal NEVI funds authorized to the project.

Proposers will complete the project cost information template contained in Appendix C which contains:

- Percent cost share offered.
 - Source of cost share funds
 - If applying another grant funding source, please indicate the status of that funding source. Note: Federal funds may not exceed 80% of total eligible project Costs.
 - If NEVI funds are combined with other grants, proposers should indicate the status of that grant and their commitment to satisfying the requirements of both programs.
 - If multiple Candidate Sites are being proposed and the percent cost share differs by site, please indicate the cost share per site.

- Description of the EVSE ownership model. This section is intended to capture roles within different members of the proposing team once the project enters the operations and maintenance phases. It should also provide INDOT with an understanding of the rate structure and payment methods that would be presented to consumers.

Description of this ownership model should include:

- Who receives the financial benefits (revenue) from the station?
- Who is responsible (financially and operationally) for maintenance and repair of the station?
- What are the approximate service fees and frequency?
- What is rate structure and methodology that will be implemented?
- What are the customer method(s) of payment (if above and beyond NEVI requirements)?
- What are the billing practices that will be implemented?

2.3.3 Part C: Site Proposal

The following items will be used to score applications according to overall fit with the Indiana NEVI program. Responses should succinctly address all items requested. A scoring rubric will be used to score each of these items. A high-level description of the scoring rubric is contained in the next section of the RFP, and a detailed breakout is contained in Appendix F. Applications will be ranked against others for the same exit, intersection, or along the same EV Corridor. Although INDOT intends to use the scores and ranks to guide award decision making, a high score and/or rank does not guarantee an applicant funding.

2.3.3.1 Site Information

As with the previous sections, a template for Part C is contained in Appendix C. The template will require proposers to provide short answers to the list of questions below. The answers to these questions and information provided in a proposers' response will be the basis for a draft contract/agreement. Therefore, any items describe above minimum NEVI requirements are considered commitments and will be incorporated into a contingent award.

1. How far is the proposed charging site from the EV Corridor it is meant to serve? (10 points). Measurements shall be made as follows:
 - a) If the EV corridor is a freeway/interstate or has full access control, the distance shall be measured from the entrance driveway of the charging site to the center point of the farthest highway ramp intersection.

- b) If the EV corridor is not a freeway/interstate or full access-controlled highway¹, the distance shall be measured from the entrance driveway of the charging site to the center point of the intersection of the EV Corridor with the street on which the charging site is located, or to the edge centerline of the EV Corridor if the charging site has direct access to the EV Corridor.
2. How many EV charging stalls/ports are to be provided with this proposal? (10 points)
 3. How much power, in kilowatts (kW), will be available per port for concurrent, continuous charging at the proposed charging site? (10 points)
 4. Describe the availability and method of providing internet/networked access to the charging site. (10 points)
 5. Describe the extent of the utility improvements needed to provide sufficient electric service to the charging site. (20 points).
 - a) Appendix G contains utility coordination information including utility providers by candidate site, point of contact and desired information.
 6. Describe all enhancements and amenities *beyond the minimum requirements*. This may include (but is not limited to) closed-circuit security cameras, canopy, emergency call system, availability of staff, dedicated staff, availability of food/beverages, availability of free/open wi-fi internet, access to shopping/recreation, 24x7 access to restrooms/amenities, access to public transportation, pull-through space configuration, and other enhancements. (10 points)

2.3.3.2 Site Schematic

Proposers will include with the site proposal a one-page site schematic including the charging site layout including but not limited to the following information (20 points):

- Existing/proposed parking spaces
- EVSE charger
- Point of sale kiosk (if separate from charger)
- Signage
- Electric service point
- Space for future use
- ADA access

¹ Full access control meaning preference given to through traffic movements by providing interchanges with selected public roads, and by prohibiting crossing at-grade and direct driveway connections (i.e., limited access to the facility). Source: FHWA.

2.3.3.3 Site Readiness

Proposers should provide a short narrative describing key elements of site readiness. Questions to be answered through this narrative include:

1. Describe the level of any existing EVSE on the site. (10 points)
2. Describe the status of the Site Host Agreement for this location. (20 points)
3. Describe the extent of coordination completed with the electric utility provider. (10 points)
4. Describe permits needed to complete the charging site construction. Permits may include Technical Advisory Committee (TAC) reviews, zoning variances, building/occupancy permits, etc. Permit requirements will vary depending on charging site location. (10 points)
5. Describe the availability of EV charging equipment in the proposer's possession to be used for the proposed site. (5 points)
6. Describe the readiness of the site for environmental permitting activities. Specifically, please address items a-c below). (5 points)
 - a. Will the entire project occur within an existing parking lot, paved or gravel area, or maintained (periodically mowed) lawn?
 - b. Are any project partners, including the site host, aware of any site contamination/remediation or cleanup activity associated with hazardous materials? If yes, please clarify.
 - c. Are there any special environmental permits or other approvals that are required to complete this project? If so, provide the status of each permit and anticipated timeline to obtain approval.

2.3.3.4 Future Proofing

Proposers should provide a short narrative describing how the proposed site can scale for future growth and be sustainable. Questions to be answered through this narrative include:

1. Does the transformer proposed at or available at this site have additional capacity to support additional charging ports in the future? (15 points)
2. Have accommodations been made for to enable trailers, medium duty and/or heavy-duty vehicles? If so, please describe those. (10 points)
3. Please describe the extent to which renewable energy will be used to power this site. (5 points)
4. Please describe any innovations beyond NEVI requirements. These may include solar chargers and/or on-site battery storage. (10 points)

2.3.3.5 Equity, Workforce, and Economic Development

Proposers should provide a short narrative describing their approach to equity, workforce, and economic development respective to the candidate site.

With approximately 59% of Indiana's population in a DAC and/or rural area, equitable deployment of charging infrastructure is one of the state's primary priorities. Proposers include details on engagement with stakeholders representing rural and disadvantaged communities. This process is important to ensure that diverse views were heard and considered throughout the planning process, and to ensure that the deployment, installation, operation, and use of EV charging infrastructure achieves equitable and fair distribution of benefits and services.

Questions to be answered through this narrative include:

1. Please describe the Proposer's approach to meeting or exceeding INDOT's NEVI Plan equity outcomes and potential metrics. The approach should also include information on how the Proposer intends to quantify measurable outcomes related to equity and develop additional metrics. (30 points)
 - a. Indiana's EV Equity Outcomes from the approved plan include:
 - i. Percent of AFC miles that are within 50 miles of a charging station (and AFC miles in a DAC community). The goal for proximity is 100% by the end of the NEVI program.
 - ii. Percent of Indiana's population (and DAC community population) that is within 40 miles of a charging station. The goal is 100% by the end of the NEVI program.
 - iii. Metrics for robust and reliable infrastructure. These metrics will be applied consistently for all stations regardless of location.
 1. Number of sites implemented (total and in and near a DAC)
 2. Number of ports implemented (total and in and near a DAC)
 3. Percent of time at least one port is available at all sites (total and in and near a DAC)
 - b. Potential metrics under consideration for future updates include:
 - i. Metrics related to EV education and awareness
 - ii. Metrics related to the clean energy job pipeline and training opportunities
 - iii. Metrics related to contracting with DBEs
 - iv. Site selection criteria which avoid or minimize residential areas, helping to mitigate potential gentrification-induced displacement due to new charging infrastructure

2. Please list all XBE and local firms included on the proposer's team and describe their level of participation in the Work required to complete the development and operation of the charging site. (10 points)
 - a. *Note: Federal NEVI requirements do not require states to include a minimum requirement for DBE participation. As such, proposers may describe any relevant XBE team members who have worked with any Indiana-based government clients, not just INDOT. This may include Indiana Department of Administration (IDOA²), city / county / municipal governments within the state, transit agencies in the state, etc. as well as any certifications that may be held in states with which INDOT recognizes DBE certification (i.e. Kentucky Transportation Cabinet).*
 - b. *For more information on the DBEs currently certified by INDOT, please visit: <https://www.in.gov/indot/doing-business-with-indot/equity-initiative-services/DBE-directory/>.*
 - c. *DBE certification with INDOT is separate from the prequalification process described in Part A. For more information on DBE certification with INDOT, please contact: EISInquiry@indot.in.gov.*
3. Please describe the Proposer's approach to workforce development. (10 points)
4. Please describe the Proposer's approach to EVSE education and awareness. (10 points)

All characteristics of the site included in the Site Proposal will become requirements upon successful contingent selection.

3.0 Proposal Evaluation

INDOT will review and rank each submitted proposal with respect to the criteria outlined in this section. INDOT's goal is to create a fair and uniform basis for the evaluation of proposals for the candidate sites. This section provides an overview of these criteria and then walks through the approach that will be followed.

3.1 Evaluation Criteria and Scoring Rubric

Each proposal will be evaluated to determine its ability to meet or exceed the project scoring elements below. The proposals will be scored as described in the [Table 6](#).

Table 6: Scoring Rubric

Part	Title	Contents	Points
A	Administrative	Proposal checklist and	Yes / No
		Minimum NEVI Requirements	Pass/Fail
		Prequalification	Yes / No

² <https://www.in.gov/idoa/mwbe/>

		Financial Viability	Pass/Fail
	Administrative Subtotal		Pass / Fail
B	Experience	Experience (past EVSE projects)	75
		Qualifications (list firms, role, key staff)	75
		Project Approach	75
		Financial information	25
	Experience Subtotal		250
C	Site Proposal	Site Information	70
		Site Schematic	20
		Site Readiness	60
		Future Proofing	40
		Equity, Workforce and Economic Development	60
	Site Proposal Subtotal		250
TOTAL POINTS POSSIBLE			500

3.2 Evaluation Approach

The proposal evaluation approach will consist of the steps outlined in this section. The approach includes three steps:

- Initial Evaluation (Part A)
- Technical Evaluation (Part B and C)
- Final Selection

3.2.1 Initial Evaluation

Administrative proposals will be evaluated using a pass/fail approach of the required elements:

1. Upon receipt of the Proposals, INDOT will perform a preliminary review for general completeness and responsiveness of the required components in Part A, B and C. Failure to adhere to the RFP will result in failure to progress to further evaluations.

INDOT will review Proposals to verify that all required documents and forms are properly completed and signed as required by the RFP.

2. INDOT will review proposer's indication of minimum NEVI requirements.
3. INDOT will perform a Pass/Fail Prequalification evaluation.
4. INDOT will perform a Pass/Fail Financial Stability evaluation. This financial stability evaluation will include researching the Proposer's credit history, review of Proposer's financial statements, verification of bank information and assessment of how leveraged the Proposer is. In the event that a Proposal contains information that may potentially result in a "fail" determination, INDOT may request additional or clarifying information from the Proposer prior to a final pass/fail determination on this topic. Those Proposals that do not pass the Financial Stability evaluation may be excluded from further consideration, and the Proposer will be so advised.

3.2.2 Technical Evaluation

Proposer's experience, qualifications, technical approach, and cost information will be scored using the rubric described in Section 4.1. Additional details around the number of points provided for responses is contained in the detailed rubric contained in Appendix E.

- Experience, qualifications, and technical approach
- Site proposal

A total proposal score will be prepared for each proposer. Following the scoring process, INDOT will then evaluate the candidate sites individually and in groups to identify whether all candidate sites received bids. INDOT also assumes that some or all sites will receive multiple bids, so the scoring team will also evaluate the overlap among proposers. While scoring will be an important element in comparing proposers applications, a top priority that in the selection process will be achieving the full build out of current AFC's.

3.2.3 Final Selection

Based on the pass/fail and technical evaluations, INDOT will prepare a short list of proposers for all candidate sites (or for those sites that received responses, if less than the total list of candidate sites). Short list proposers will be notified, and a two-part negotiation will occur to make the final selection:

- Part 1 will finalize the number and specific location for the candidate site(s) to be included in the contingent award and draft contract for the proposer. INDOT will review all proposals received and may choose to negotiate the final number and location of candidate sites. This may include working with proposers to include candidate sites that may not have received any proposals in their contingent award.

- Part 2 will require the proposer to be asked to develop and submit an estimated per site and per project (if more than one Candidate Site is being submitted) for review. INDOT will require an estimated cost to negotiate the draft contract for the contingent award. Part 2 may be used if two proposers receive an equal score on their initial application.

4.0 Award Process

INDOT expects to obligate their NEVI award funding as flexibly and expeditiously as possible after project selections have been announced via signed contracts between INDOT and the awardee. Selections will be made based on experience, qualifications, and proposer's technical approach.

Once proposers are selected (as outlined in the preceding section) INDOT will use a two-step award process whereby a contingent award is made and notice to proceed (NTP) and purchase order (PO) for pre-construction activities is provided based on the awardee's proposal. Project cost and award size will be negotiated following selection but prior to the contingent awards being finalized. This contingent award will enable the awardee to complete remaining site planning and pre-construction requirements.

Upon successful completion of site planning activities (which are described in detail below) a final award will be made and a second PO and NTP issued. Awardees can then begin installing and testing equipment. This will include the five-year (60 month) period of operations and maintenance, which will begin following the completion date and site compliance verification.

All funds will be disbursed within two months once a final invoice is received after notice of acceptance. Costs eligible and ineligible for reimbursement are defined in detail in the next section and in [Table 7](#) and [Table 8](#).

INDOT expects to make awards for as many sites as possible with the available funding, with no minimum or maximum award size per site. INDOT reserves the right to make more or fewer awards and reserves the discretion to alter maximum award sizes upon receiving the full pool of applications and assessing the needs of the program in relation to the priorities. INDOT also reserves the right not to award the full funding amount requested by a proposer during the selection process.

4.1 Detailed Award Information

4.1.1 Project Phases

For the Round 1 funding, INDOT has advanced appropriations of \$14.7 million for FFY 2022 and \$21.2 million for FFY 2023 for a total of \$35.9 million through the INDOT NEVI formula program. The Indiana NEVI program is using a competitive selection and procurement process, and proposers are required to provide a minimum of 20 percent match of the eligible costs for non-federal sources. Eligible project costs are defined in the next section. Project costs will be reimbursed to selected proposers through a milestone payment process that aligns with the

project phases throughout the five years of the NEVI program. These phases and the required elements necessary are described below, and the milestone payments associated with them are defined in Table 9.

- Phase 1 (Contingent Award and Preconstruction) – NTP and/or PO #1
 - Final number of sites
 - Final site host agreement(s)
 - Site information/schematic(s)
 - Equipment list and estimated project cost
 - Bonding requirements
- Phase 2 (Final Award and Design) – NTP and/or PO #2
 - NEPA clearance
 - Lease agreement (if applicable) - proof that a private owner will allow construction to occur on their property
 - Securing required applicable permits (air/land use, electrical, structural, zoning, environmental – water, environmental – other, local agency, other)
 - Utility approval, timeframe for coordination, any costs associated with utility coordination and work
 - Total project cost/cost per site
 - Amendment of Statewide Transportation Improvement Plan
- Phase 3: Construction – NTP and/or PO #3
 - Site commissioning, construction, and equipment installation
 - Inspection (physical, communications/networking, payment)
 - Site sign-off by INDOT PMC team
- Phase 4: Post-Construction and Operations and Maintenance – NTP and/or PO #4
 - 5-year O&M (post-construction)
 - Reporting per NEVI requirements
 - Audit and check-in at 50% completion of O&M and as needed

4.1.2 Eligible Costs and Milestone Payments

Table 7 contains project costs that are eligible for reimbursement through this program. Italicized items may be considered as eligible costs dependent on negotiation of final award.

Table 7: Eligible Costs for Project Reimbursement

Category	Item
Capital costs	NEW EVSE and associated components (transformers, panel/switchgear, meters, charger, connectors, and cables)

	Cost to upgrade existing EVSE and associated components to meet minimum NEVI standards
	Costs for minor grid upgrades*, provided the work is necessitated solely by the construction or upgrading of the EV charging station and participation in the upgrade does not exceed the allocable cost of the minimum upgrades needed to match the planned power requirements of the EV charging station.
	Signage at and leading to the site (to include both signage to designate the charging space and signage to direct travelers to the station).
	Construction, site survey and inspection
Networking and communications	<i>Network operations and billing to meet NEVI connectivity and interoperability requirements (for example, cellular network fees, internet service fees or similar)</i>
	Charger communication and data reporting
Miscellaneous costs	<i>Site landscaping/beautification</i>
	<i>Additional site amenities (ex. canopies)</i>
	<i>Emergency service</i>
	<i>EVITP training for installation and operations and maintenance staff</i>
	<i>Security lights and cameras</i>
	<i>Renewable energy costs** (ex. solar, battery storage, etc.)</i>
	Project administrative costs***
	Engagement and communications costs
	Taxes and business license costs (up to a predefined limit)
Operations and maintenance	Hardware and software maintenance and repair costs, including service agreements with third-party contractors and charging equipment manufacturers or warrantors – both routine and emergency/unscheduled
	Parts warranty
	Extended warranty
	Maintenance costs (up to a predefined limit) to cover recurring activities such as snow removal, litter pickup/sweeping, etc.

*A minor grid upgrade is defined as the work necessary to connect a charging station to the electric grid distribution network; for example, extending power lines or upgrading existing power lines several miles.

**** Renewable energy generation or storage only transfers power to and from the EV charging station. Costs for planning, permitting, acquisition, and installation of on-site distributed energy resource (DER) equipment (e.g., solar arrays, stationary batteries) that are directly related to the charging of a vehicle are eligible for reimbursement. These costs should only be considered if they will lead to lower costs to consumers, greater EV charging station reliability, and if they do not substantially increase the timeline for completing an EV charging station project³.**

***** Direct and indirect cost allocation for reimbursement must follow 2 CFR part 200.**

Table 8 summarizes costs that are not eligible for reimbursement under this program.

Table 8: Non-Eligible Project Costs

Category	Item
All	Any costs incurred prior to contingent award
All	Any costs unrelated to the EV charging station
All	Costs for studies or research projects
Capital	Purchase or rental of real estate
Capital	Major grid upgrades, such as longer line extensions or upgrades, improvements to offsite power generation, bulk power transmission, or substations
Capital	Construction or general maintenance of building and parking facilities
Capital	Proprietary connectors
Capital	Costs for processes to comply with otherwise applicable legal requirements (like permits)
Operations and maintenance	Electricity
Operations and maintenance	Insurance
Operations and maintenance	Customer support
Operations and maintenance	Taxes and business licenses (costs above the predefined limit)
Operations and maintenance	Charging equipment leasing fees (leasing as opposed to purchasing EVSE and associated components)
Operations and maintenance	Costs covered by programs or tariff rules of the electric utilities

³ https://www.fhwa.dot.gov/environment/alternative_fuel_corridors/resources/nevi_program_faqs.pdf

As described in Section 4.1.1, each project will receive funding across multiple project phases. Within these phases, certain milestones must be met and documented to receive the milestone payment. These phases, milestones and payment amounts are summarized in Table 7.

Table 9: Milestone Payments by Project Phase

Phase	Milestone	Payment
Phase 1 – Contingent Award and Preconstruction	High level project cost estimate and notice to proceed	5%
	Final site host agreement(s) and executed purchase order from EVSE manufacturer	10%
Phase 2 – Final Award and Design	NEPA clearance, permits, and utility coordination completion	10%
Phase 3 - Construction	Commissioning completed	20%
	Inspection and verification (final completion)	20%
Phase 4 – Operations and Maintenance	Capital payments paid quarterly during operational period	25%
	Performance audit at 50% completion of operations and maintenance period	10%

4.2 Award Process

4.2.1 Contingent Award

Using the evaluation criteria presented in Section 5, INDOT will identify the highest ranked proposals based on experience and qualifications and highest ranked sites using the combined scores. INDOT will make a contingent selection and notify the selected proposer. The proposer must provide a high-level project cost estimate to INDOT for review, negotiation, and acceptance. Upon INDOT approval, INDOT will provide a draft contract to the selected team to sign and return. Appendix H contains draft contract/agreement terms and conditions that will be included in this contract. Upon signature and approval of the draft contract at INDOT, proposers will receive a NTP and purchase order for five percent of their estimated project cost.

If a proposer is not selected, they will receive a notice of non-selection and their scores via MODE. The contingent award and NTP will enable the selected team to compile their project details and specifics for each site, which will include:

- Final number of sites
- Final site schematic(s)
- Estimated project cost estimate, including equipment list and cost
- Final site host agreement

4.2.2 Contingent Award

Under the contingent award authorization NTP and PO, the selected team(s) will complete the remaining preconstruction activities as outlined in the contingent award section. The teams will also be authorized to complete the utility coordination and local site permitting process(es) and will be required to provide inputs to the National Environmental Policy Act (NEPA) process. INDOT will conduct an environmental review at INDOT's expense, in compliance with NEPA. The anticipated duration for the NEPA review is 60 days. The team must secure access to the site before INDOT's environmental review, so INDOT and its representatives have the right to enter the property to complete the NEPA environmental reviews.

If INDOT determines NEPA review will take longer than 60 days and/or would result in an undue cost to INDOT, or the NEPA review determines the Project would adversely impact the environment, INDOT may reject the application. Similarly, if the Awardee makes any project changes that require any additional NEPA clearance at the Site, then the additional NEPA work will be at the Awardee's expense.

A final award will not be provided until the site has NEPA approval, site permits completed, and utility coordination and cost estimating completed. Upon approval of these items, INDOT will draft a second purchase order for the proposers to sign and return, to trigger a second NTP, fully execute the contract and initiate another milestone payment to continue with site construction activities (Phase 3).

If one or more contingent or final awards are declined or rescinded, INDOT may make an offer to a proposer initially notified that an award would not be made. Notice and acceptance of a subsequent award shall be in accordance with this RFP.

4.3 Supplemental Provisions

[This section is under development.]

4.3.1 Procurement Method

4.3.2 Rules of Contact / Communication Protocols

4.3.3 Conflicts of Interest

4.3.4 Proposal Withdrawals

4.3.4 Protest Process



List of Appendices

- A. Site List and Map
- B. Minimum NEVI Requirements and EVSE Specifications
- C. Proposal Template
 - a) Part A - Administrative
 - b) Part B – Experience, Qualifications,
 - c) Part C – Site Proposal
- D. Proposal Checklist
- E. Prequalification Information
- F. Scoring Rubric Detail
- G. Utility Form and Contact Information
- H. Draft Contract Terms and Conditions